

Clerk (T)

Clerk

Chauffeur

Shipment Assistant (T)

Shipment Assistant

Training Assistant (T)

Training Assistant

CLO Receptionist

Painter (T)

Painter

Chauffeur (GSO)(T)

Chauffeur (GSO)

Chauffeur (AFRIMS)

Receptionist

FSN#2009/10 (T)

Clerk

OPEN TO: All Interested Candidates

POSITION: Clerk, FSN-3; FP-BB, Trainee

OPENING DATE: January 23, 2009

CLOSING DATE: February 5, 2009

WORK HOURS: Full-time; 48 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-BB, Trainee

Ordinarily Resident (OR): FSN-3, Trainee

The U.S. Embassy in Bangkok is seeking an individual for the position of Clerk in its General Services Office/Motor Pool Office (GSO/MTO), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Provides overall clerical support to Motor Pool, including filing, copying, and segregating documents. Uses computer system to maintain section's information, monitor repair and trip fuel record. Hand delivers important documents and financial instruments and commodities to Thai Government offices in Bangkok and the provinces. Performs chauffeur duties as assigned for Embassy staff to meeting with Thai Government, counterparts, and on field trips throughout Thailand.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of Secondary school (Mathayom 6); (2) Six months' experience in administrative work; (3) Level II (limited knowledge) speaking/reading/writing English and Thai; (4) Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities; (5) Must be able to drive and possess a valid Thai driver's license; (6) Must be able to operator computer.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT AND DRIVER LICENSE

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: FEBRUARY 5, 2009

FSN#2009/10

Clerk

OPEN TO: All Interested Candidates

POSITION: Clerk, FSN-4; FP-AA

OPENING DATE: January 23, 2009

CLOSING DATE: February 5, 2009

WORK HOURS: Full-time; 48 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-AA
Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Clerk in its General Services Office/Motor Pool Office (GSO/MTO), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Provides overall clerical support to Motor Pool, including filing, copying, and segregating documents. Uses computer system to maintain section’s information, monitor repair and trip fuel record. Hand delivers important documents and financial instruments and commodities to Thai Government offices in Bangkok and the provinces. Performs chauffeur duties as assigned for Embassy staff to meeting with Thai Government, counterparts, and on field trips throughout Thailand.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM’s and MOH’s, please see Post “Additional Selection Criteria” at

the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of Secondary school (Mathayom 6); **(2)** One year’s experience in administrative work; **(3)** Level II (limited knowledge) speaking/reading/writing English and Thai; **(4)** Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities; **(5)** Must be able to drive and possess a valid Thai driver’s license; **(6)** Must be able to operator computer.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: FEBRUARY 5, 2009

FSN#2009/16

Chauffeur

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-3; FP-BB

OPENING DATE: January 23, 2009

CLOSING DATE: February 5, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-BB

Ordinarily Resident (OR): FSN-3

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur, U.S. Centers for Disease Control and Prevention (CDC), located in Sakaeo province.

BASIC FUNCTION OF POSITION:

Drive automobiles, station wagons, and passenger vans carrying personnel, supplies, and equipment, assists with general office tasks on an as needed and available basis. This position will provide transportation services to the active surveillance program in Sakaeo province.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of Secondary school; (2) Three years’ experience as a professional chauffeur; (3) Level 2 (limited knowledge) speaking/reading/writing English and Thai; (4) Must be able to drive and possess a valid Thai driver’s license; (5) Must have basic automotive mechanical skill.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Note: It is the Mission policy that hiring offices are encouraged to fill vacant positions from within if a qualified employee in the mission applies. However, hiring offices are not required to select an applicant from within the mission.

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PLEASE ATTACH THAI DRIVER LICENSE

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CLOSING DATE FOR THE POSITION: February 5, 2009

FSN#2009/17 (T)

Shipment Assistant

OPEN TO: All Interested Candidates

POSITION: Shipment Assistant, FSN-6; FP-8, Trainee

OPENING DATE: January 23, 2009

CLOSING DATE: February 19, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Shipment Assistant in its General Services Office/Customs and Shipping (GSO/C&S) located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for handling all administrative and logistical aspects of incoming and outgoing official consignments of official supplies and equipment, personal property, and privately owned and official vehicles to include air, sea, and land shipments.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent);
(2) At least two years' experience in administrative support, transportation, logistics, shipping or a closely related field that

has provided experience in customs regulations and practices; **(3)** Level III (Good working knowledge) speaking/ reading/ writing English and Level IV (Fluent) speaking/reading/writing Thai; **(4)** Must be proficient in composing correspondence; **(5)** Must be able to operate Microsoft Office desktop applications.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: FEBRUARY 19, 2009

FSN#2009/17

Shipment Assistant

OPEN TO: All Interested Candidates

POSITION: Shipment Assistant, FSN-7; FP-7

OPENING DATE: January 23, 2009

CLOSING DATE: February 19, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Shipment Assistant in its General Services Office/Customs and Shipping (GSO/C&S) located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for handling all administrative and logistical aspects of incoming and outgoing official consignments of official supplies and equipment, personal property, and privately owned and official vehicles to include air, sea, and land shipments.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) At least three years' experience in administrative support, transportation, logistics, shipping or a closely related field that has provided experience in customs regulations and practices; (3) Level III (Good working knowledge) speaking/reading/writing English and Level IV (Fluent) speaking/reading/writing Thai; (4) Must be proficient in composing correspondence; (5) Must be able to operate Microsoft Office desktop applications.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: FEBRUARY 19, 2009

FSN#2009/18 (T)

Training Assistant

OPEN TO: All Interested Candidates

POSITION: Training Assistant, FSN-8; FP-6 (Trainee)

OPENING DATE: January 30, 2009

CLOSING DATE: February 12, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Training Assistant in its Joint United States Military Advisory Group (Thailand) (JUSMAGTHAI), located at Sathorn Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as the training program manager for all maritime and civilian training under the International Military Education and Training (IMET) and Foreign Military Sales (FMS) programs; total annual amount of training controlled is valued well over US\$1M. Also serve as branch information technology (IT) coordinator and provide assistance to Chief, Joint Training

(CJT). Duties include developing, managing, and implementing an annual training program for over 70 students per year.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) A university degree in management, public administration, or a business related field; (2) Four years experience in training program for security assistance or other training program management; (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Must possess proficient skills in using office equipment including computers and basic software applications; (5) Ability to communicate effectively with all levels of clients.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: FEBRUARY 12, 2009

FSN#2009/18

Training Assistant

OPEN TO: All Interested Candidates

POSITION: Training Assistant, FSN-9; FP-5 (Step 1 thru 4)

OPENING DATE: January 30, 2009

CLOSING DATE: February 12, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4)

Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Training Assistant in its Joint United States Military Advisory Group (Thailand) (JUSMAGTHAI), located at Sathorn Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as the training program manager for all maritime and civilian training under the International Military Education and Training (IMET) and Foreign Military Sales (FMS) programs; total annual amount of training controlled is valued well over US\$1M. Also serve as branch information technology (IT) coordinator and provide assistance with any task given by the Chief, Joint Training (CJT). Duties include developing, managing, and implementing an annual training program for over 70 students per year.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) A university degree in management, public administration, or a business related field; (2) Five years experience in training program for security assistance or other training program management; (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Must possess proficient skills in using office equipment including computers and basic software applications; (5) Ability to communicate effectively with all levels of clients.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: FEBRUARY 12, 2009

FSN#2009/19

CLO Receptionist

OPEN TO: All Interested Candidates

POSITION: CLO Receptionist, FSN-4; FP-AA

OPENING DATE: January 30, 2009

CLOSING DATE: February 12, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of CLO Receptionist in its Community Liaison Office (CLO) located at 120 – 122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Provides computer and clerical support to Community Liaison Officer, as well as assistance to CLO clients.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion two years of full-time post secondary study at college or university; (2) One year general work experience; (3) Level III (Good working knowledge) speaking/ reading/writing English and Thai; (4) Able to use various computer software programs such as Microsoft office, excel, publisher, and PowerPoint.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
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DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: FEBRUARY 12, 2009

FSN#2009/20 (T)

Painter

OPEN TO: All Interested Candidates

POSITION: Painter, FSN-4; FP-AA, Trainee

OPENING DATE: January 30, 2009

CLOSING DATE: February 12, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Painter in its Facilities Management Office (FM) located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Perform full journeyman level in painting trade including duties involved in coating, painting, finishing and refurbishing all exposed surface of buildings, structures and furniture of various government held properties.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of secondary school (Mathayom 6) or equivalent; **(2)** One year's direct experience in painting work as a fully qualified journeyman; **(3)** Level II (Limited Knowledge) speaking/reading/writing English and Thai; **(4)** Ability to operate various hand tools, power equipment, and instruments is required; **(5)** Ability to drive and possess a valid Thai's driver license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: FEBRUARY 12, 2009

FSN#2009/20

Painter

OPEN TO: All Interested Candidates

POSITION: Painter, FSN-5; FP-9

OPENING DATE: January 30, 2009

CLOSING DATE: February 12, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Painter in its Facilities Management Office (FM) located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Perform full journeyman level in painting trade including duties involved in coating, painting, finishing and refurbishing all exposed surface of buildings, structures and furniture of various government held properties.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of secondary school (Mathayom 6) or equivalent; (2) Two years' direct experience in painting work as a fully qualified journeyman; (3) Level II (Limited Knowledge) speaking/reading/writing English and Thai; (4) Ability to operate various hand tools, power equipment, and instruments is required; (5) Ability to drive and possess a valid Thai's driver license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: FEBRUARY 12, 2009

FSN#2008/21 (T)

Chauffeur

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-2; FP-CC, trainee

OPENING DATE: January 30, 2009

CLOSING DATE: February 12, 2009

WORK HOURS: Full-time; 48 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-CC

Ordinarily Resident (OR): FSN-2

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in its General Services Office/Motor Pool Office(GSO/MTO), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Drive motor pool sedans, station wagons, vans, trucks and/or buses used in transporting personnel, supplies and equipment for the embassy and supported agencies. Assignments may involve working extended hours, on weekends or on holidays.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of Secondary school (Mathayom 6); (2) One year's experience as a professional chauffeur; (3) Level II (limited knowledge) speaking/reading/writing English and Thai; (4) Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities; (5) Must be able to drive and possess a valid Thai driver's license; (6) Must have basic automotive mechanical skill.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: FEBRAURY 12, 2009

FSN#2009/21

Chauffeur

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-3; FP-BB

OPENING DATE: January 30, 2009

CLOSING DATE: February 12, 2009

WORK HOURS: Full-time; 48 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-BB

Ordinarily Resident (OR): FSN-3

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in its General Services Office/Motor Pool Office(GSO/MTO), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Drive motor pool sedans, station wagons, vans, trucks and/or buses used in transporting personnel, supplies and equipment for the embassy and supported agencies. Assignments may involve working extended hours, on weekends or on holidays.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM s and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM s), Eligible Family Members (EFM s), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of Secondary school (Mathayom 6); (2) Two years’ experience as a professional chauffeur; (3) Level II (limited knowledge) speaking/reading/writing English and Thai; (4) Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities; (5) Must be able to drive and possess a valid Thai driver’s license; (6) Must have basic automotive mechanical skill.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM s) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: FEBRUARY 12, 2009

FSN#2009/23

Chauffeur

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-3; FP-BB

OPENING DATE: January 30, 2009

CLOSING DATE: February 12, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-BB

Ordinarily Resident (OR): FSN-3

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in the Department of Logistics, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok 10400.

BASIC FUNCTION OF POSITION:

Drive motor pool sedans, station wagons, vans, trucks used in transporting personnel, supplies and equipment for the embassy and supported agencies. Assignments may involve working extended hours, on weekends or on holidays.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of Secondary school (Mathayom 6); (2) Two years' experience as a professional chauffeur; (3) Level II (limited knowledge) speaking/reading/writing English and Thai; (4) Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities; (5) Must be able to drive and possess a valid Thai driver's license; (6) Must have basic automotive mechanical skill.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: FEBRUARY 12, 2009

FSN#2009/15

Receptionist

OPEN TO: THAI Citizens

POSITION: Receptionist, FSN-4

OPENING DATE: January 23, 2009

CLOSING DATE: February 5, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Receptionist in the U.S. Agency for International Development/ Executive Office (USAID/EXO), located at GPF Witthayu, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as the receptionist and first point of contact for telephone inquiries and office visitors. Duties include answering incoming calls, welcoming visitors, and directing them to appropriate staff and/or taking complete and accurate messages; maintaining correspondence logs; preparing reports and contact information into the database system; and assisting with support activities for special events, conferences and training programs.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Completion of secondary school, vocational school or equivalent is required; (2) Three years experience in receptionist or clerical work in an English-speaking environment is required; (3) Level III (Good general working experience) speaking/reading/writing in English and Level IV (Fluent) in Thai are required. (4) Must be familiar with basic software applications i.e. MS Office, internet; (5) Must have a basic knowledge of international development programs and familiarity with Thai Government Organizations, NGOs and international organizations.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: February 5, 2009
